



Saint Joseph's
CATHOLIC SCHOOL

Diocese of Clifton

**St Joseph's Catholic Voluntary
Aided School (11–16)
Admissions Policy 2023–2024**

ST JOSEPH'S CATHOLIC SCHOOL
CHURCH ROAD
LAVERSTOCK
SALISBURY
SP1 1QY

Introduction

St. Joseph's is a voluntary aided Catholic school which was established by the Diocese of Clifton to serve the parishes of the Salisbury deanery and admits children without regard to aptitude, ability or previous attainment.

A map of the parishes/deanery is available for inspection at the school office and is on the school website.

Year 7 Main Admissions

- The Admission Number for the Year 7 in 2023/2024 is 125. The Governing Body is the admissions authority of the school but works in consultation with the Local Authority (Wiltshire) and the Diocese.
- Applications for a place should be made on the Local Authority's common application form and sent to the **Schools Admission Team, County Hall, Trowbridge, Wiltshire, by midnight on 31st October 2022 to be considered in the first round of allocations.** Alternatively, applications can be made online at www.wiltshire.gov.uk. **Applications for children who live outside of Wiltshire LA should be completed via their home Local Authority.**
- In addition to completing the Local Authority application a [School Information Form \(SIF\)](#) should be completed and returned to the School.
- After the closing date for applications the Wiltshire Local Authority will provide the governors with a list of those children who have applied for places at St Joseph's. The governors will consider all applications against its oversubscription criteria and rank them without reference to the order of preference given by the parent/carer. The ranked list will be returned to the Wiltshire Local Authority.
- The child's home Local Authority who will offer places to those who qualify, on behalf of the Governing Body and will send notification of the outcome of applications with letters and/or emails posted on 1st March 2023. The acceptance date for these offers is 15th March 2023.
- Applications which are submitted after the closing, will be considered in accordance with the Coordinated Admissions Scheme of the child's home Local Authority.
- A waiting list of those still seeking a place at the school, including late applications from families moving into the area or who were otherwise unable to apply before the specified date, will be maintained by the school until 31st December 2023 and any available places offered in accordance with the usual criteria for over-subscription. Each child added to the list will require the waiting list to be re-ranked in accordance with the criteria.

Oversubscription Criteria

In the event of oversubscription, applications will be ranked in accordance with the following order of priority:

1. Baptised Catholic, Looked After Children or previously Looked After Children (Looked After Children, defined by section 22 of the Children Act 1989).

2. Baptised Catholic children who live in the Salisbury Deanery and who currently attend a partner Catholic school (St. Osmund's, Salisbury; Christ the King, Amesbury; Wardour School, Tisbury).
3. Baptised Catholic children who live in the Salisbury Deanery and who do not currently attend a partner Catholic primary school.
4. Baptised Catholic children who live outside the deanery and who do not have a Catholic secondary school serving their parish.
5. Baptised Catholic children who fall outside categories 1–4
6. Looked After Children, or previously Looked After Children defined by section 22 of the Children Act 1989).
7. Baptised Eastern Christian Church children.
8. School Community – children of School Staff.
9. Children of Baptised Catholic parent/carer who live in the Salisbury Deanery.
10. Children who attend one of the designated Catholic partner schools.
11. Children who have a brother or sister (brother and sister are defined as children who share one natural parent, stepbrother or sister, or have been legally adopted or fostered into the family) attending the school at the time of their proposed admission.
12. Children of UK Service / Armed Forces Personnel relocating to the area (official proof should be provided for inspection by Parent/carer).
13. Children who do not fall into the criteria listed above.

For categories 1–7 and 9, a baptismal certificate should be available for inspection.

Other Considerations

Children of multiple births – Where one child of a multi birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number.

Tiebreaker – Priority within each oversubscription will be determined by random allocation i.e. the drawing of lots supervised by someone independent of the school.

Children with Statements of Special Educational Need (EHCP)

We will admit applicants that name St Joseph's Catholic School and who have a Statement of Special Educational Needs or an Education and Health Care (EHC) Plan first. Such applicants do not form part of St

Joseph's Catholic School oversubscription criteria. The number of places that remain for allocation will be reduced by the number of such applicants admitted.

Mid –Year Applications (Year 7–11)

St Joseph's Catholic School admissions are controlled by the School Admissions Team, County Hall, Trowbridge BA14 8JB. You can contact them on 01225 713000.

All applicants will be considered in line with our determined Admissions Policy. Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, the application will be refused and a right of appeal will arise.

To apply for an in-year place at St Joseph's please complete the In-Year Transfer form provided by the Local Authority, as listed below (and School Information Form (SIF), if applicable). The Local Authority School Admissions Team aim to respond to in year admission requests within 10 school days (maximum time to respond is 15 school days).

<http://www.wiltshire.gov.uk/schools-learning-forms-guides-policies>

We are part of the Wiltshire Local Authority Fair Access scheme which may apply to your child's admission. For more information regarding the Fair Access Policy please click the link below

<https://www.wiltshire.gov.uk/media/7027/Secondary-schools/pdf/In-Year-Fair-Access-Protocol.pdf?m=637655739373830000>

Appeals

Parents/carers have the right to appeal against a refusal by the governing body to admit their child and should put their appeal in writing to the Clerk to the Governors at the school within at least 21 days of receiving the letter of refusal. Appeals will be arranged and conducted in accordance with the School Admissions Appeal Code.

Waiting List

If more applications are received than places that are available, a waiting list will operate. This will be maintained by the school and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Interpretation

Catholic – this means those baptised as Catholic who can produce a baptism certificate or letter from a Priest confirming their child is entered on the Parish Baptismal Register. Children with a baptism certificate supporting evidence of membership of a church in full communion with Rome (as defined by the Catholic Education Services) will be considered "Catholic". Where a child has been baptised into another Christian faith and received into the Catholic Church, evidence of this is required, this is normally a copy of the

child's first Holy Communion certificate or a certificate of reception into the Catholic Church. These children will be treated as if they have a Catholic baptism certificate for the purpose of the oversubscription criteria. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest/School may seek advice from Clifton Diocese.

Partner Schools – St Joseph's designated Catholic partner primary schools are St Osmund's in Salisbury, Christ the King in Amesbury, and Wardour in Tisbury.

Looked After Children – Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation "a looked after child" is a child in public care at the time of the application to the school.

Previously Looked After Children – Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For children previously Looked After – this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) by s.12 of the Children and Families Act 2014. Child arrangement orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order and in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Brother / Sister – To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half-brothers/sisters are defined as children who share only one either biological or adoptive parent. Stepbrothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made. *A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

A brother or sister must be attending (or is expected by the school and/or the Wiltshire Local Authority to be attending) the school at the time of admission.

School Staff – A member of staff who has been employed by and for the School for one or more years at the time at which the application for admission to the school is made (this will exclude casual workers).

Consultation

- Clifton Diocese
- Wiltshire Local Authority

- Catholic Feeder Primary Schools
- Other local Secondary Schools
- Parents at St Joseph's Catholic School